

CONFIDENTIAL

17 December 1987

MEMORANDUM FOR: Director, Foreign Broadcast Information Service

FROM: [REDACTED] (C)
Chief, Administrative Staff

25X1

SUBJECT: Exceptional Accomplishment Awards

1. It is recommended that [REDACTED]

25X1
25X1

[REDACTED] receive Exceptional Accomplishment Awards of \$500 each in recognition of their outstanding performance during the summer of 1987. Each of these employees was assigned to FBIS/Personnel during 1987 as part of a general reorganization and renewal of the office. Each came to us with no prior experience in component personnel work although three did have valuable experience in other areas of Personnel. All four showed the same willingness to learn, initiative, and team spirit that resulted in FBIS/Personnel having what can only be described as a most successful summer under very trying conditions. They were assigned to an office that did not have the best of reputations for providing prompt and accurate personnel services. Thus, in addition to the challenges everyone faces in taking on a new job, these employees knew from the beginning that they were to play a major role in bringing FBIS/Personnel up to the high standards expected of a component personnel office. They knew it would not be easy since there was much to be done and results were expected immediately. Additional challenges for these employees, as if more were needed, were to move their office to Reston, be separated from most of their Hqs customers for almost two months, and still improve the office's performance. The fact that FBIS/Personnel met its goals for 1987 was the direct result of the hard work, long hours, and dedication of these four employees. The contributions each made to the office's success are described below.

a. [REDACTED] (C) was assigned to FBIS in May 1987 and assumed responsibility as Personnel Officer for all Bureaus in East Asia, Latin America, and Key West. She had served as a Personnel Assistant in

25X1

DERIVATIVE CE BY [REDACTED] 25X1
[REDACTED] [REDACTED] [REDACTED] OADR
[REDACTED] [REDACTED] [REDACTED] COV 1-82
ALL PORTIONS CONF

CONFIDENTIAL

Page Denied

Next 2 Page(s) In Document Denied

SUBJECT: Exceptional Accomplishment Awards

four employees. Therefore, your approval of Exceptional Accomplishment Awards for these employees is requested in recognition of their performance during the summer of 1987.



25X1

APPROVED:



25X1

Director, Foreign Broadcast Information Service

1/19/88 AL
Date